

January 2026

FROM: Southeastern Montana Development Corp. (SEMDC)

CONTACT: Jim Atchison 748-2990

RE: SEMDC Community Services Director Position

Southeastern Montana Development Corporation (SEMDC), a growing regional non-profit economic and community development group, is seeking a highly motivated individual for the position of **Community Services Director**. This team-oriented position will be responsible for federal, state, corporate and foundation grant writing, research and identification of funding opportunities including overall administration. This position would also assist and complement SEMDC Members with professional planning services. The planning aspect would focus on economic and community development planning and related municipal / county infrastructure projects. Position is classified as Permanent Full-Time with an attractive annual base compensation (DOE) plus an appealing benefits package.

Minimum requirements include a degree in a related field with exceptional communication and organizational skills, including grant writing, computer, and Internet research experience. Experience in municipal / county government planning, public meeting presentations or public policy formation is a plus. Local travel is limited but required in the service region of Custer, Rosebud, Powder River and Treasure Counties and occasional in-state travel. Position is based at the SEMDC Colstrip office but other remote locations in our service region could be considered.

The Colstrip community in Rosebud County is well known for its outstanding Quality of Life Benefits. Colstrip, with low property taxes, is located close to Miles City (1.25 hr.) and Billings (2 hr.). The Colstrip Park & Recreation District (CPRD) was awarded the Sports Illustrated "SportsTown USA" Award for Montana. The area has tremendous outdoor recreational opportunities such as hunting, fishing, golfing, bird watching, biking, and hiking. This includes access to the local Castle Rock Lake and the Custer National Forest, only 45 miles away. With 32 parks, Colstrip averages One (1) Park for every 64 Residents. This includes a paved six (6) mile trail system and 250 acres of "open space." CPRD Memberships, including the use of the golf course, splash park and the 32,000 square foot fitness center are free to Colstrip residents.

Full Job Description is posted at MT Job Service-Miles City and www.semhc.org. Forward cover letter and resume to: Executive Director, SEMDC, PO Box 1935, Colstrip, MT 59323. DOE